



City of Salem, Utility Billing Department
P O Box 869 | 114 N. Broad Street
Salem, Virginia 24153
utilitybilling@salemva.gov
Phone: 540-375-3026 Fax: 540-375-4057

Bank Draft Authorization Cancellation

To cancel the current bank draft agreement, please read the cancellation policy below and return the completed form to the Utility Billing Department.

Customer Name: _____

Service Address: _____

Utility Account: _____

I hereby revoke authority to the City of Salem to process automatic bank drafting against my checking account for payment of City of Salem utility bills. I understand that my request must be submitted five (5) business days prior to the due date in order to guarantee cancellation of payment.

Authorized Signature: _____

Date: _____

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